



Australian Government

CPPCMN3007 Support leadership in the workplace

Release: 1

CPPCMN3007 Support leadership in the workplace

Modification History

Release 1.

Replaces superseded equivalent CPPCLO3039A Support leadership in the workplace.

This version first released with CPP Property Services Training Package Version 4.

Application

This unit of competency specifies the outcomes required to promote a supportive culture and environment in the workplace that enables effective leadership. The unit covers participating in and facilitating team planning, and promoting team commitment and cooperation.

The unit supports those who work alone or in teams. It applies in a range of work sites.

No licensing, legislative, regulatory, or certification requirements apply to this unit of competency at the time of endorsement.

Pre-requisite Unit

Nil

Unit Sector

Common

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- | | |
|--------------------------------------|---|
| 1. Contribute to team effectiveness. | 1.1. Contributions are made to developing team plans, roles and responsibilities according to company requirements. |
| | 1.2. Skills and knowledge of team members are identified, documented and used to enhance team performance according to company requirements. |
| | 1.3. Interpersonal skills and communication techniques are used to facilitate open communication within team. |
| | 1.4. Company policies and procedures, and legislative, environmental and <i>health and safety requirements</i> are conveyed to team members according to company |

- requirements.
2. Provide leadership within the team.
- 2.1. Assistance is provided to team members to achieve team and company objectives according to company requirements.
 - 2.2. Individuals and work teams are encouraged to participate in developmental opportunities according to company requirements.
 - 2.3. Coaching and mentoring are provided to team members to achieve team and company goals according to company requirements.
 - 2.4. Conflict situations in work team are identified and conflict-resolution strategies applied, according to company requirements.
 - 2.5. Causes of incomplete work are identified and documented, and improved work practices are discussed with individual or team according to company requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Performance feature

Skill

- | | |
|-------------------------------|--|
| Learning skills to: | <ul style="list-style-type: none"> • review leadership ideas from different sources and incorporate them into own practice. |
| Oral communication skills to: | <ul style="list-style-type: none"> • ask questions to clarify coaching and mentoring requirements • respond clearly and concisely to questions from colleagues, including those being mentored or coached. |
| Reading skills to: | <ul style="list-style-type: none"> • read and interpret internal company documents specifying company and team goals and policies. |
| Writing skills to: | <ul style="list-style-type: none"> • complete documentation using company templates. |

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Health and safety requirements must include at least six of the following:

- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:
 - hazardous chemicals register
 - hierarchy of control
 - job safety analyses (JSA) for low-risk situations
 - safe work method statements (SWMS) for high-risk situations
 - incident reporting
- safety data sheets (SDS)
- selection and use of required personal protective equipment (PPE)
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

Unit Mapping Information

CPPCLO3039A Support leadership in the workplace

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcfl3d9b>